

15 October 2002
Aerospace Medicine

HAZARD COMMUNICATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Robins Home Page at: <http://wwwmil.robins.af.mil/imweb/IMP.htm>. Customers with no access to electronic media should contact 78 CS/SCSP, 6-2401, for assistance in obtaining a printed copy.

OPR: 78 AMDS/SGPB
(Lt Col Jeffrey K. Mason, USAF, BSC)
Supersedes RAFB Instruction 48-121,
21 November 1997

Certified by: 78 MDG/CC
(Col George P. Johnson)
Pages: 12
Distribution: F

This instruction aligns with Air Force Policy Directive 48-1, *Aerospace Medical Program*. It implements Air Force Instruction 48-101, *Aerospace Medical Operations*, and supplements Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, 23 January 1989. It meets Occupational Safety and Health Administration (OSHA) requirements under 29 CFR 1910.1200, *Hazard Communication* (HAZCOM), for all AFMC and tenant organizations on Robins Air Force Base (RAFB). This instruction applies to any work area that uses, packages, handles, or transfers hazardous material, as defined by the Bioenvironmental Engineering Flight (BEF), 78th Aerospace Medicine Squadron (78 AMDS/SGPB).

SUMMARY OF CHANGES:

Changed Depot Maintenance-Hazardous Materials Management System (DM-HMMS) to Hazardous Materials Management System (HMMS) throughout instruction. Rewrote paragraphs 2.3.8.3, 2.3.9.1, 2.3.9.3, 2.3.14, and 2.5.4 to clarify statement. Corrected phone numbers and office symbols for different organizations throughout instruction. Reworded paragraph A3.1 to clarify.

1. APPLICABILITY. This publication applies to all Air Force civilian and military personnel, US government organizations and direct hire foreign nationals (as established by Status of Forces Agreements), the Air National Guard, and Reserve Command (AFRC) that use, produce, or work in close proximity to hazardous chemicals in industrial and non-industrial work areas on RAFB. It does not apply to those exemptions found in 29 CFR 1910.1200, paragraph (b).

2. RESPONSIBILITIES.

2.1. The Warner Robins Air Logistics Center Commander (WR-ALC/CC):

2.1.1. Establishes an installation HAZCOM program consistent with 29 CFR 1910.1200.

2.1.2. Utilizes the HAZMAT Cell (WR-ALC/EMPH) to control the receipt and issue of all hazardous chemicals on base and to assist in identifying work areas requiring HAZCOM.

2.2. Organizational Commander:

2.2.1. Develops and manages HAZCOM program for organization work areas.

2.2.2. Ensures the federal and USAF HAZCOM requirements are implemented for each work area. The supervisor is usually given the responsibility to implement the HAZCOM program within the work area.

2.3. Work Area Supervisor:

2.3.1. Develops, implements, and maintains a written HAZCOM program for the work area. The HAZCOM program must state the method which an employee is to gain access to the standards, via a library, unit hard copy, or an electronic version. Regardless of the method, the following program requirements must be readily accessible to the installation employees at all times, and it is highly encouraged that military units comply with these instructions when deployed: AFOSH Std 161-21; RAFB 48-121; work area specific HAZCOM training plan unique to the work area hazards; a list of nonroutine tasks; reference the technical order (TO)/standard operating procedure (SOP)/operating instruction (OI) which describes those nonroutine tasks; the work area chemical usage list, and Material Safety Data Sheet(s) (MSDS). See Attachment 1 for implementation tips.

2.3.2. Ensures employees **comprehend** AFOSH Std 161-21-1W, *Department of Defense Federal Hazard Communication Training Program (FHCTP)*, and video program, or an equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, before they are occupationally exposed to hazardous materials. HAZCOM training is required only once during an employee's employment, but may be supplemented if the employee requires a refresher. It is the responsibility of the supervisor to evaluate employee understanding of HAZCOM principles following the initial training.

2.3.3. Provides work area specific HAZCOM training for all employees (including employees who have transferred or are on loan from another work area) under the direction and guidance of the Public Health Flight (PHF) (78 AMDS/SGPM). It is the responsibility of the gaining supervisor to ensure that loaned workers have previously received and are knowledgeable of the HAZCOM program. Training must be documented on AF Form 55, **Employee Safety and Health Record**, or equivalent (computer based records are acceptable).

2.3.4. Provides information and training on work area-specific chemical hazards. Work area-specific chemical hazards are not limited to liquid “chemicals” in containers. Chemicals in other physical forms, e.g., solids, gases, vapors, fumes, and mists, which may be generated as a result of the work area processes, must be identified. Some examples include welding by-products (ozone, cadmium fumes, and phosgene); sanding operations (airborne chromates, cadmium, lead); enclosed space forklift operations (carbon monoxide, diesel exhaust). Ensures personnel are knowledgeable of and utilize any required engineering controls or personal protective equipment required by BEF and the WR-ALC Ground Safety Office (WR-ALC/SEG).

2.3.5. Lists all nonroutine tasks performed in the work area which involve hazardous materials and maintains as a part of the work area site-specific training plan. Reference the BEF work area survey to identify the nonroutine tasks and the respective hazard controls. In the event survey does not evaluate the task, requests a BEF evaluation prior to the task operation. Prepares an OI if a TO or other document does not adequately describe these tasks.

2.3.6. Develops work area OIs which thoroughly describe all nonroutine tasks and the associated hazards. The OIs must include engineering, administrative, or other controls used to mitigate these hazards. If TOs, SOPs, or other official documents adequately describe these tasks, these should be referenced in the work area site specific training plan.

2.3.7. Ensures workers review these procedures before performing any nonroutine tasks. (Those tasks included within a work area's normal activities, performed infrequently, that may expose the worker to hazardous materials, e.g., cleaning a solvent tank and changing the solvent or cleaning up spills.)

2.3.8. Maintains a current hazardous materials usage list in electronic form or hard copy, and update to maintain accuracy. Only licensed hazardous materials approved by the HAZMAT Cell, 6-2423, and hazardous chemicals evaluated by BEF, are authorized in the work area.

2.3.8.1. A chemical usage list for each work area or potential exposure group (PEG) is mandatory. It is not sufficient to say that the Hazardous Materials Management System (HMMS) contains this information. New chemicals or process changes must first be submitted to the HAZMAT Cell for review prior to introduction or implementation.

2.3.8.2. The usage list shall consist of the following information:

2.3.8.2.1. National Stock Number or Local Purchase Number

2.3.8.2.2. Trade Name as it appears on the MSDS

2.3.8.2.3. Manufacturer

2.3.8.2.4. Consumption Rate

2.3.8.2.5. Purpose of Chemical (identify task(s) for which it is used)

2.3.8.2.6. Disposal requirements

2.3.8.3. The individual responsible for the HAZCOM program may coordinate with their organization's HAZMAT pharmacy manager to initiate a work area chemical usage list based upon work area identification code, building number, and time period. (This may not be a viable option for all work areas since all work area identification codes and HMMS codes do not correlate with one another. This is particularly true for the aircraft directorates on the flightline). HMMS is a good starting point for generating a usage list for chemicals issued to a particular work area health zone. The HAZMAT pharmacy manager is able to download the list of issued chemicals from HMMS to an Excel spreadsheet. The individual responsible for the HAZCOM program is responsible for including additional required information such as consumption rates, process tasks, and disposal information.

2.3.9. Ensures the MSDSs are current and readily available to employees on all shifts. Three methods are available for workers to access MSDSs using a computer. One or a combination of these methods may be used.

2.3.9.1. HMMS will serve as the primary means for workers to obtain MSDSs. Each designated computer with printer identified in the site-specific training plan will provide easy access for personnel to view and print MSDS information. Instructions for obtaining an MSDS shall be maintained at each designated computer. HAZMAT pharmacy managers have been trained to retrieve MSDSs through HMMS. Each organization will ensure that access instructions provided by BEF are maintained at each computer terminal or designated personnel are available to obtain MSDSs upon request. BEF will coordinate and verify computer access updates with all applicable organizations at least once a year.

2.3.9.2. MSDSs may be accessed by way of Hazardous Material Information System (HMIS) Compact Disk-Read Only Memory (CD-ROM). However, the HMIS CD-ROM information must be current and available to personnel upon request.

2.3.9.3. MSDSs may also be accessed via the HMMS MSDS Web Search website located at <http://hp9.wr.disa.mil:8001/>. If computer access is not available or is not used, hard copies of all MSDSs shall be maintained and must be kept current.

2.3.10. Ensures all chemical containers, in storage or in use, have labels with the required HAZCOM information as specified in 29 CFR 1910.1200, paragraph (f). Generally, manufacturer warning information is acceptable. The HMMS repackaging label must be affixed to hazardous material containers when warning information is unreadable. Hazardous material transferred to a secondary container not labeled with the chemical information must also have the HMMS repackaging label, except on those containers that are issued for one-time use, and where the return of the unused portion is not mandatory, e.g., sealants, and is to be used only during that work shift. In addition, all issued chemicals must have a HAZMAT Cell tracking label affixed to the container. The tracking label allows the chemical to be tracked to whom it was issued and is the basis for the generation of the chemical usage list. Contact the HAZMAT Cell, 6-2423, for labeling assistance.

2.3.11. Ensures workers temporarily performing duties outside their normal jobs, (e.g., details) or normal Air Force Specialty Code (AFSC), receive appropriate HAZCOM training prior to beginning the activity. The HAZCOM training should be commensurate with the hazards involved, in some cases requiring the full training program.

2.3.12. Ensures personnel know how to retrieve and access the HAZCOM information.

2.3.13. Provides the required supplemental work area specific HAZCOM training if a new chemical is introduced, or a process change takes place. Evaluate employee understanding of HAZCOM principles and provide the employee refresher training if employee HAZCOM comprehension is questionable. It is recommended that the individual responsible for the HAZCOM program provide an overview of the federal HAZCOM requirements and work area specific HAZCOM training plan refresher on an annual basis.

2.3.14. Coordinates with 78 AMDS/SGPB, 7-7555, and 78 AMDS/SGPM, 7-7618, to review work area-specific HAZCOM training information for technical accuracy prior to initial presentation and as needed. Coordinates with WR-ALC/SEG, 6-6271, 778 CES/CEFT, 6-2145, and WR-ALC/EMPH, 6-5794, as needed to ensure technical accuracy.

2.3.15. Ensures procedures that permit IMPAC usage for hazardous material purchase are according to the current RAFB Hazardous Material Management Plan guidelines.

2.4. Employees:

2.4.1. Participate in and demonstrate an effective understanding of HAZCOM.

2.4.2. Use hazardous chemicals only upon completion of work area-specific training.

2.5. Bioenvironmental Engineering Flight (BEF):

2.5.1. Evaluates compliance with the HAZCOM program during industrial surveys. Reviews hazardous materials usage list and documents findings. Informs work area supervisor of HAZCOM findings.

2.5.2. Coordinates the data entry of MSDS information into the HMMS computer system.

2.5.3. Maintains an MSDS backup system that consists of the HMIS CD-ROM and the original MSDS hard copy.

2.5.4. Reviews MSDS information with personnel desiring further explanation. Interested parties should contact the BEF, 7-7555, to establish a time for the MSDS review. BEF will review the MSDS with the requester(s) and provide any additional explanation or clarification of the MSDS information. Requests after normal duty hours (Monday-Friday 0730-1600) will be directed to the Command Post, 7-2612. Ask for the on-call BEF BIO representative.

2.5.5. Advises Air Force organizations or individuals of proper container labeling.

2.5.6. Provides, upon request, HAZCOM training program assistance to the Public Health Flight (PHF).

2.5.7. Reviews, upon request, the work area-specific training program for technical accuracy.

2.5.8. The following requirements are established to ensure required HAZCOM information is provided to contractors and potential hazards are properly assessed for multi-employer requirements under 29 CFR 1910.1200, i.e., government and contractors working in the same area:

2.5.8.1. During engineering reviews, the Post Award Orientation Conference (PAOC), and contract work, the HAZCOM requirement for informing contractors of potential hazards and assessment of multi-site situations will be met as follows:

2.5.8.1.1. Pre-solicitation and plan reviews are conducted by the BEF, WR-ALC/EM, WR-ALC/SE, and 778 CES/CEF on an as-needed basis according to AFI 48-101, *Aerospace Medical Operations*. Potential health and safety concerns are documented on numerous forms.

2.5.8.1.2. These forms include the Engineering Review Comments, the AFMC Form 299, **Safety, Fire, and Health Review**, and the AF Form 332, **Base Civil Engineer Work Request**, which should be reviewed by Environmental Management (EM) for environmental impact and identification of hazards. These concerns provide hazard-warning information for the Statement of Work, during engineering reviews, or during the PAOC.

2.5.8.1.3. The labeling system used on Robins AFB shall be explained: A manufacturer's label is left intact and is considered the primary means of hazard warning information. If the manufacturer's label has been defaced or removed, a HMMS repackaging label is applied to the hazardous material container, except for one-time use containers; a HAZMAT Cell tracking label is applied to designated hazardous material containers.

2.5.8.2. The author of the statements of work, with technical assistance from BEF if requested, will advise contractors of hazardous chemicals or conditions due to either government operations or knowledge of the work location. If applicable, the contractor will be advised of all protective measures required of government employees during the normal course of duties in the applicable work areas. This information is provided to assist the contractor in determining the protective measures it will require of its employees.

2.5.8.2.1. The CES technical representative will advise work area supervisors of any potential hazard which the contractor might generate during their contract activities. In addition, SABER contracting (778 CES/CEZS), 6-3533, Maintenance Engineering and Service Contracts (78 CES/CEA), 6-5820, the United States Army Corps of Engineers (COE), (CESES-CD-RO), 6-2218, and Environmental Management Restoration/Compliance

Division (WR-ALC/EMQ), 6-1197, projects which sub-contract activities must also comply with this directive.

2.5.8.2.2. The BEF will advise government employees if additional protective measures are necessary. These procedures will ensure the multi-site contractor/government HAZCOM requirements are met and all parties are properly informed.

2.5.8.2.3. The CES or EM technical representative will also advise the contractor that MSDS information of government owned work area chemicals are available in the work area's HAZCOM binder or through the BEF, 7-7555. It is the responsibility of the contractor to obtain and maintain MSDSs of their own hazardous materials.

2.5.8.3. At the PAOC, and subsequently during the contract performance period, the requiring activity Quality Assurance Evaluator will advise work area supervisors and USAF employees of hazardous chemicals or hazardous conditions which may be introduced by the contractor.

2.5.8.3.1. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, Hazardous Material Identification and Material Safety Data.

2.5.8.3.2. If the contractor will be working in areas accessible by government employees, the contracting officer will provide the chemical information to BEF for evaluation of potential hazards to government employees. If applicable, BEF will brief contractor(s) on OSHA and any health-related USAF requirements that are specified in the contract, when working on Robins AFB, according to 78 AMDS/SGPB OI 32-1.

2.5.9. Reviews hazardous chemical orders at the HAZMAT Cell to identify work areas for inclusion into the HAZCOM program.

2.5.10. Coordinates and verifies computerized MSDS access updates with all applicable organizations at least once a year.

2.6. Public Health Flight (PHF):

2.6.1. Maintains proactive disease surveillance program to know the status of worker health outcomes. Periodically briefs the base AFOSH Council on illness trends.

2.6.2. Advises and assists installation and organizational commanders on effective HAZCOM training.

2.6.3. Approves training content and methods.

2.6.4. Assists supervisors in development of measures of program effectiveness and evaluation of employee understanding of HAZCOM principles.

2.6.5. Participates in the review of work area specific training programs and provides guidelines to each work area supervisor for the development of a work area specific HAZCOM training plan.

2.6.6. Trains supervisors of all work areas using or handling hazardous chemicals using AFOSH Std 161-21-1G, *"Department of Defense Federal Hazard Communication Training Program (FHCTP), Trainer's Guide"* and video program, or equivalent HQ USAF/SGPA-approved program containing the elements of FHCTP. These supervisors will be trained by Public Health Flight (78 AMDS/SGPM), 7-7618, or by a PHF approved training organization.

2.7. Fire Department Technical Services:

2.7.1. Provides, upon request, technical assistance for HAZCOM training.

2.7.2. Reviews, upon request, the work area specific training program for technical accuracy.

2.7.3. Informs the BEF of any HAZCOM discrepancies identified during inspections.

2.8. Installation Ground Safety Office:

2.8.1. Monitors HAZCOM compliance during inspections and informs the BEF of any discrepancies.

2.9. Local Contracting Activity:

2.9.1. Includes clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, of the Federal Acquisition Regulation (FAR) 23.303, in all contracts for which the Air Force locally procures hazardous materials. Received MSDSs will be forwarded to BEF for input into the MSDS master file.

2.9.2. Coordinates with organizations accepting by-pass material to ensure clause 52.223-3 is included in all contracts for which the Air Force locally procures hazardous materials. Requests guidance from BEF as needed.

2.9.3. Obtains, if possible, physical and health hazard data on all locally procured hazardous materials at overseas installations.

2.9.4. The Administrative Contracting Officer (ACO) conducts a PAOC for each contract where hazardous materials are involved. (**NOTE:** BEF will provide guidance upon request.)

2.9.4.1. Advises contractors of hazardous chemicals used in other Air Force operations, which may be encountered, and the location of MSDSs for those chemicals.

2.9.4.2. Includes contractor requirements to comply with 29 CFR 1910.1200 in contract specifications. Contractors are not authorized to use the FHCTP for this purpose.

2.9.4.3. Requires contractors to provide MSDSs and hazardous materials inventory lists to BEF upon request.

2.10. Defense Logistics Agency:

2.10.1. Verifies containers are identified and properly labeled according to 29 CFR 1910.1200, paragraph (f), upon receipt/transfer of hazardous material to the using organization. Attaches a HMMS repackaging label to the hazardous material if manufacturing product information is missing.

2.10.2. Maintains proper storage of hazardous material upon transfer of hazardous material to the using organization, per RAFB Hazardous Materials Management Plan.

2.10.3. Forwards MSDS received with hazardous material shipment to BEF.

2.11. HAZMAT Cell:

2.11.1. Verifies MSDSs are received or on file, prior to purchase of hazardous material. Forwards copies of new MSDSs to BEF.

2.11.2. BEF representative in the HAZMAT Cell ensures new MSDSs are forwarded to the Air Force focal point for submission and entry into the Hazardous Materials Information System (HMIS): HMIS, AL/OEMB, 2402 E Drive, Brooks AFB TX 78235-5114. FED-STD 313, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Material Furnished to Government Activities*, covers criteria for submission of MSDSs by the supplier.

2.12. Activity Producing Hazardous Materials:

- 2.12.1. Properly labels containers according to 29 CFR 1910.1200, paragraph (f).
- 2.12.2. Develops MSDSs according to 29 CFR 1910.1200, paragraph (g), and supplies to users. Hazard determinations will be made according to 29 CFR 1910.1200, Appendix B.
- 2.12.3. Provide MSDSs to BEF.

2.13. Activity Quality Assurance Evaluator:

- 2.13.1. Receives HAZCOM training.
- 2.13.2. Advises work area contract monitors of hazardous chemicals introduced by contractors.

DONALD J. WETEKAM, Major General, USAF
Commander

Attachment:
Tips for HAZCOM implementation

Attachment 1**TIPS FOR HAZCOM IMPLEMENTATION**

A1. We are making every effort for implementation of this standard to be as hassle free as possible. The OSHA Hazard Communication standard is mandatory and it will not go away. Your cooperation and input are necessary to keep the lines of communication open and to improve the service that we are directed to provide to your organization.

A2. The work area supervisor must develop, implement and maintain a written HAZCOM program for the work area. Regardless of which method is used, the primary requirement is worker accessibility. Employees must be able to gain access to the program requirements on all shifts and without delay.

A2.1. SGPB recommends that the supervisor develops and maintains a HAZCOM binder for the work area. The HAZCOM binder shall contain either a 3.5-inch computer floppy diskette or have numbered tabs to maintain the required documentation. The numbered tabs will consist of: The method to reference AFOSH Std 161-21; a library or a unit hard copy; the method to reference RAFBI 48-121, hard copy or electronic web site; the Site Specific HAZCOM training plan unique to the work area hazards; a list of nonroutine tasks; reference the technical order (TO)/standard operating procedure (SOP)/operating instruction (OI) which describe those nonroutine tasks; the work area chemical usage list, and Material Safety Data Sheet(s) (MSDS) hard copies, if needed.

A2.2. Some supervisors may want to utilize a central location to maintain required references and HAZCOM program requirements.

A2.3. Some supervisors may want to develop and maintain an electronic website and have a dedicated computer available for employee access.

A3. The directorate commander may consider appointment of HAZMAT pharmacy manager to provide work area supervisors with chemical usage list upon request or prior to a BEF annual survey.

A3.1. The HAZMAT pharmacy manager is able to search the HMMS database using the following queries: office symbol or work place ID, building number, and, if applicable, the supervisor or time period the chemicals were issued.

A3.2. The HAZMAT pharmacy manager should run the HMMS database search during non-daytime work shifts, as the computer load is lighter. The search results can then be transferred to a Microsoft® Excel spreadsheet.

A4. The work area supervisor must then streamline the issued chemicals listing (remove excess NSNs, consolidate issued chemical amounts) and include additional information as noted above in 2.3.8.3. The first chemical list generated using Excel spreadsheet will be the most difficult;

however subsequent lists should be easy to maintain by using the data sort option in the pull-down menu for data comparison.